

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2004-07

OPENING DATE: 21 May 04

CLOSING DATE: 07 June 04

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND AFSC:

Military Pay Technician
80480000
AFSC: 6F0XX
767317

UNIT/ACTIVITY AND DUTY LOCATION:

145 Airlift Wing
NCANG, Charlotte, NC

GRADE AND SALARY:

Pay and allowances commensurate with military grade not to exceed MSGT/E-7.

AREA OF CONSIDERATION:

The area of consideration for this position is NCANG FULL TIME SUPPORT PERSONNEL ONLY.

HOW TO APPLY: All eligible applicants must submit an Application for Active Duty Guard/Reserve (NGB Form 34-1) to the Office of the Adjutant General, State of North Carolina, ATTN: MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, not later than the close of business on the above indicated closing date.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: automated systems, including their respective output products and required reports, to perform complicated evaluations; to determine the relationship between pay entitlements and the automated systems; knowledge of pay regulations and pay manuals governing a wide range of pay entitlements, workday program allocations, distribution and accounting adjustments, knowledge of military and civilian leave accounting, knowledge of the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Thrift Savings Plan (TSP) is required. Knowledge of regulations and policies to compute retroactive adjustments extending over fiscal years and periods of regulatory and statutory changes.

MILITARY ASSIGNMENT: Assignment in an Enlisted position, 145 Airlift Wing, NCANG, AFSC: 6F0XX and appropriate military UMD grade not to exceed MSGT/E7. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 12 months.

EVALUATION FACTORS USED: Personal interviews and review of applications.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Provides customer service in person, by telephone, or electronically. Interprets and analyzes customer inquiries and provides information on entitlements to authorized personnel and agencies. Utilizes various pay systems to troubleshoot errors and identify deficiencies or coding problems. Monitors pay-affecting transactions for assigned personnel and takes corrective action if necessary. Performs audits of members' pay records and researches histories covering short or extended time periods. Independently audits all payroll actions for accuracy and proper entitlements. Audits suspense reports and pay rejects, processing corrections as necessary. Reconstructs pay accounts to determine causes of out-of-balance conditions. Reconciles discrepancies between the personnel and pay systems and initiates corrective action. Identifies and researches a wide variety of complicated pay problems to obtain information when documentation does not meet criteria established by regulation or applicable directives. Troubleshoots errors in automated system(s) looking for system deficiencies or coding problems, and accomplishes the necessary changes. Devised or adapts various procedures, techniques, or workarounds as a result of system limitations. Processed Active Guard/Reserve accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Coordinates with Active Air Force host, the Military Personnel Flight, and the Human Resources Office when transitioning a member's record to AGR. Initiates action to collect or issue pay when errors or changes are made in submission of documents. Administers the AGR Leave Program, conducts advance/partial pay reporting, and processes separation transactions for all AGR personnel. Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews and processes a variety of documents authorizing changes to employees' pay accounts. Researches and resolves complex pay problems, involving personnel issues and statutory changes. Performs ongoing audits for Time and Attendance Report signatures, initials, proper duty, leave hour annotation, and all supporting documentation. Serves as the primary point of contact and customer service representative for civilian payroll matters. Prioritizes work to coordinate with DFAS deadlines. Analyzes and reviews civilian pay reports to identify unusual or out-of-balance situations and initiates corrective actions. Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, and ensures corrective actions are initiated. Serves as focal point on all dual compensation issues. Processes and manages a wide range of complicated debt collection cases as a result of disciplinary actions, overpayments, and other types of indebtedness. Recommends methods, techniques, and procedures to improve operations. Assists with conversions or system changes that affect pay processing. Tests new procedures, policies, and transactions developed to enhance the accuracy and timeliness of pay entitlements. Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization. Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Notifies chain of command of potential fraud, waste or abuse. Trains unit personnel on pay entitlement policies, guidelines, and procedures. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

